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TO : Director of Logistics

MAR 2 1955

FROM : Chief, Printing & Reproduction Division

SUBJECT: Weekly Activity Report

1. GENERAL

a. Plant Operation (continued item) -- During the week incoming work increased over the past week. Overtime will continue to be essential in order to prohibit backlogs from becoming larger.

2. PROJECTS

a. Remodeling of Space for Motion Picture Facilities (continued item) -- Since this project is completed except for a few minor items it will not be reported again.

b. New Badge for Visitors (continued and completed) -- This is complete and use of the new badge will begin 28 March.

c. Renovation of Transformer Room (continued item) -- Work on this project is now moving satisfactorily. The project is approximately 35% complete. Work has been slightly hindered during this construction work because of the electrical outages. It has not been possible to work any overtime at night during the week. It is hoped that Saturday work for the next two weeks will materially help our situation.

3. OTHER ITEMS OF INTEREST

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of a booklet previously printed at our Plant. Field representatives indicated that this had been an especially valuable item and therefore asked for the rerun. This particular booklet is difficult to fold, collate and staple. It also requires a one page tip in. It is scheduled to be completed the last of April.

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b. Rush Work (continued item) -- ONE has had extra heavy requirements during the past week. Three NIE's were processing simultaneously.

A rush mimeograph job has been completed for Mr. [REDACTED] of NEA. It consisted of 113 pages printed on preprinted TS paper and bound in red pressboard covers.

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Nineteen rolls of Diebold film were processed for [REDACTED] OSI, while he waited at the plant. This was extra sensitive material which was not to be outside the confines of OSI for any long period of time.

c. Paper Coloring Facilities (continued item) -- The Printing Advisor has our request for the purchase of a color-verter and also the requirements as submitted by Mr. [REDACTED]. A meeting will be held today with Mr. [REDACTED] and P&RD personnel to determine final disposition of this requisition.

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d. Office of Security Support (new and complete) -- The Security Manual published by the Office of Security was completed and delivered on schedule. The covers were printed in silver color ink and the whole job was very high quality.

e. Electrofax Process (new and complete) -- P&RD representatives visited the David Sarnoff Research Center, RCA's research laboratories at Princeton, New Jersey, to see their developments with a new facsimile copying process called Electrofax. The process has been proven but no equipment has yet been built embodying the process. RCA has licensed about 11 companies to use the process. We are trying to ascertain whether these companies contemplate building equipment that could be used in our reproduction plant.

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4. SPECIAL PROBLEMS

a. None.

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